March 7 Library Media Techs

Thursday, March 07, 2013

8:40 AM

**Z-Sources**

Can update Z-sources by emailing Alan

**Textbook and Library Returns**

(type in "lost" on library website)

Have to follow ed code--if you have a student with outstanding fines and family is unable to pay, you have to offer them the opportunity to work it off @ minimum wage ($8.00)

If they refuse, grades and diplomas are withheld

You can give the letter to students--it is the official district letter

Once they have worked it off, you can waive the fine and leave a note

Administrator should be the one supervising the volunteers, but it probably will be your responsibility

**Pricing**

Differences between copy and title records in textbooks

Replacement price is what will be charged to students

Sometimes records are really old--price is reflected in title record, won't show up in copy record

Purchase price doesn't reflect cost

Email Alan if you need to update the title record with the accurate price

To Do Put a help desk ticket in to get blanket pricing for library books (all novels are $15, for example)

Can't take replacement books; have to take payment/Donations are different

Stolen property

Title Record: gives you the information about the book, encompasses the abstract "book-ness" of the book

Copy Record: the physical book that it is in your library; specific to your collection

**Common Core:** new standards for teachers; SBAC=new testing format, will be driving a lot of changes

More emphasis on nonfiction and informational text

Information and digital literacy

Emphasis so far has been on reading for enjoyment/fiction

Collection should be moving towards nonfiction

**Core Collection:** titles that standard across the libraries across the district; recommended books for certain units or standards

Funding varies across the district, but possibly have recommended lists to help libraries build their collections

**Destiny Upgrade:** Integration will be seamless (officially recommend Follett shelf)

Still have to login

Students can search, find an ebook and read it on their own

Support will go to Follett, not Mackin

Can access ebooks from home

Will go through a full vetting of the new Destiny

Take a look at costs for ebooks for interactive books, multi-user licenses

Nonfiction books are being priced differently

Budgeting closes around Mar. 29

**End of the Year**

Spreadsheet: shows how many available books there are at each site

Mark references the sheet to see where the books are

Important to make sure that you inventory correctly

What to do with available workbooks that are actually used: Jason can delete any book that has ever been checked out ever OR rename UNUCONS and check out half-used materials to that dummy account

At some sites, admin assistants are in charge of ordering the textbook materials

If you tear your books apart for little ones, email Alan and Mark to tell them that so that they can delete that for you

Check out to the student or to the classroom--helps with the numbers

Decide when you want to begin collecting the material (depends on your storage, etc.)

If you try to leave it until the last part of school, you have to make sure that you will have enough time to collect textbooks from students

Damaged books--check it in, send to district and will receive a book in kind

If you have books left over, you put the copies back into the system (SCAN ISBN)

Don't want to buy anything extra, so please be as meticulous as possible

Textbooks: see two different columns--available and onhand

Available = not checked out

On hand = what is physically at your site

Enrollment needs to be more than on-hand in order to receive more books

Different subjects at the bottom